



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY22-52		
Business Title: Construction Inspector		State Classification: Inspector IV
Salary Group: B17	Salary: \$3,081.33 - \$4,866.58/ Month \$36,976.08-\$58,398.96	Hours/Week: 8:00 am – 5:00 pm, M – F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/13/2022	FLSA Status: Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential: n/a	Openings: 2
Division: Facilities Design & Construction		Program: FDC-Project Management-Inspection

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

* Must be willing to travel with overnight stays.

JOB SUMMARY:

Performs advanced (senior-level), skilled, professional construction project observation and reporting for evaluation of quality, schedule and conformance with contract documents, regulations and agency policies. Work involves coordinating, overseeing or conducting inspections and quality control. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assures compliance with federal, state and local codes, standards, contractual provisions and special requirements.
- Inspects work for compliance with contract plans and specifications; may receive complaints from building occupants or reports of careless or reckless execution of the work.
- Monitors and assists project manager in resolution of RFI's, proposed change orders and submittals.
- Inspects and assesses damage from the construction process in existing buildings as well as new facilities.
- Assists project manager in coordinating activities and schedules with utility companies, contractors, end users/Using Agency and property managers; coordinates necessary "hot permits" with property manager and Facilities Management division.
- Assists project manager in coordinating and policing staging areas, parking and utility shutdowns with Using Agency and/or property manager.
- Monitors impact of remodeling and renovation activities within an occupied building on the environment of the portions of the building that remain inhabited.
- Inspects the project for overall cleanliness and safe approach to the work; monitors the safe management of and storage of hazardous materials utilized in the construction process.
- Assists project manager in coverage of critical early morning and after hour construction activities such as concrete placements and utility shutdowns.
- Monitors the activities of the Construction Materials Testing Firm and the Testing and Air Balancing Company to ensure that sufficient quality controls are provided for the project and those contractual obligations are met.
- Monitors and provides oversight in the proper and lawful disposal of construction waste and hazardous materials disposal.
- Assists project manager in inspecting the work for proper completion, quality and quantity as it relates to the monthly pay application
- Assists project manager in inspecting the work for substantial completion and development of punch list.
- Assists project manager in inspection the work for final completion and resolution of final issues.
- Assists project manager with the Project Closeout Procedures ensuring that all closeout documentation is received in a timely manner, reviewing completeness of the documentation, and, assisting, coordinating and witnessing the operations training for the Using Agency building operators/managers.
- Operates a State motor vehicle in order to perform essential functions.
- May plan, assign, and/or supervise the work of others.



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- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in construction management or a related field, preferred.
- Two (2) years progressively responsible experience providing construction contract administration and inspection services on governmental, commercial or institutional construction projects. Experience may be based on a single specific project type or combination of all listed types.
- Technical certification, licensure, or apprenticeship in one or more trades (Building, Mechanical, Electrical, Plumbing or Combination) is preferred.
- Prior experience in observation, contract administration, or quality control with a professional Architectural / Engineering firm providing construction administrative services is preferred.
- Education and experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of building construction, materials, inspections, physical plant equipment and systems.
- Considerable knowledge of Building Codes.
- Considerable knowledge of the principles and methods of field inspection and quality control.
- Working knowledge of agency design standards.
- Proficient skill in conducting inspections.
- Proficient skill in the use of instruments or tools necessary to perform inspections.
- Skill in the use of personal computers and applicable programs, applications and systems.
- Ability to review construction drawings for constructability
- Ability to review cost proposals.
- Ability to review and evaluate contractor progress schedules.
- Ability to maintain effective working relationships.
- Ability to analyze data and make recommendations concerning the adherence to contract specifications.
- Ability to operate a motor vehicle.
- Ability to work under minimal supervision.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets. Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 1315 Boiler Inspector I, MM Machinist Mate, 1171 Water Support Technician, 3E1X1 Heating, Ventilation, AC, and Refrigeration. Please call Human Resources at (512) 463-3433 with questions or for additional information. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf

Incomplete applications will not be considered. All veterans must attach a DD214 long form.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge,

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Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 15042963

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